



Residential Hot Tub/Spa Permit Information

A permit is **required** for any hot tub or spa containing **more than 24 inches** of water with the intent for the immersion of persons in a temperature-controlled, water circulated, in a closed system, not intended to be filled or drained with each use. (Code 165.02)

Permit Requirements

In order for a property owner or tenant to put up or install a hot tub or spa, the City requires:

- A permit application and any supporting documents related to the build specifications
- Copy of the signed Homeowner Acknowledgement form
- Supporting documentation for a fence/barrier to surround the hot tub/spa (169.07 R1) (165.02); a fence is not required for a hot tub/spa when it is equipped with a lockable safety cover compliant with ASTM F1346 (169.07 R1)
- A permit application for a fence, if applicable
- A permit application for any decks, stairs or accessory structures related to the hot tub/spa
- A site plan indicating the location of the new project on your lot

Process

1. Submit a permit application at Waukee.org/BuildingPermits. Search "hot tub" and select "Hot Tub/Spa Permit" to complete the application.
2. You will be notified within the online system of review questions, approval and fees due.
3. After the permit has been approved and paid for, you may begin your project.
4. Schedule and complete inspections with the City of Waukee **before** using the hot tub/spa by calling 515-978-9533.
5. A certificate of occupancy will be issued once staff has approved the final inspection and hot tub/spa is safe for use.

Things to Know Before You Start

- Restrictive covenants are the responsibility of the property owner. Check with your Homeowners Association (HOA) for any requirements before installing your project.
- Ensure site plan compliance shows placement greater than 5 feet from the home, footings for a deck attached to the home, egress windows, and property lines. (165.07).
- A hot tub/spa may not be constructed in any front yard and must be placed outside any easement(s) running through the property. (165.07)
- Always **contact 811** before digging to locate utilities that may be under your property. It is recommended to put in your request with 811 at least one week before the project to ensure all utility companies have time to mark lines. Find more information at call811.com.
- An inspection is required prior to use. You must have a certificate of occupancy issued by the Community Development Department prior to using your hot tub or spa.

Permit Fees*

- Electrical Trade Permit: \$75.

**Requirements and fees are subject to change due to City adopted ordinances. Further charges may be issued upon review of any and all submitted materials.*